



## MEMORANDUM

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**Date:** August 13, 2010 Project #: 10633.0  
**To:** Technical Advisory Committee, Transportation Commission and Planning Commission  
**Project:** City of Ashland Transportation System Plan  
**Subject:** Meeting Schedule, Deliverables Summary, and Roles/Responsibilities

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The purpose of this memorandum is to provide an overview of the City of Ashland Transportation System Plan (TSP) project, including the anticipated deliverables and meetings, roles and responsibilities of project team, and the next steps in the process. The project will result in an update of the City of Ashland TSP. This undertaking will include a combination of technical analysis to be provided by the consultant team (Kittelison & Associates, Inc. [KAI], Alta Planning + Design [Alta], Otak and FCS Group), project oversight by city staff and the ODOT Contract Project Manager, guidance from the Technical Advisory Committee (TAC), Transportation Commission (TC), Planning Commission (PC), and interaction with the public through various forums. The Draft TSP is scheduled to be complete in October 2010 with the adoption process extending through January 2012.

### PROJECT OVERVIEW

The City adopted its current TSP in 1998. In 2008 some Chapters of the TSP were updated but not adopted. This project will review both the 1998 TSP and the 2008 update work and prepare a complete update to the City's TSP and take it through the adoption process. The update process will include evaluating existing transportation conditions within the Ashland Urban Growth Boundary for all modes of transportation. The analysis will include a review of the entire transportation system for overall circulation, connectivity, and opportunities for enhancing non-auto travel within the City. The planning horizon is 2034 to provide consistency with other local and regional planning efforts. The resulting Updated TSP will guide the transportation infrastructure, policies, plans, and funding needs over the next 24-year period.

### OVERVIEW OF DELIVERABLES & MEETINGS

The project process will include a combination of revised chapters from the 1998 TSP and reports focused on various elements of the transportation system plan. These reports will serve as the building blocks to prepare the Updated TSP document. These deliverables will be prepared in coordination with a series of TAC meetings, TC meetings, joint PC/TC meetings and public forums. These interactions will help to guide the development of the plan as well as build the necessary consensus and support to gain acceptance and adoption by the City of Ashland

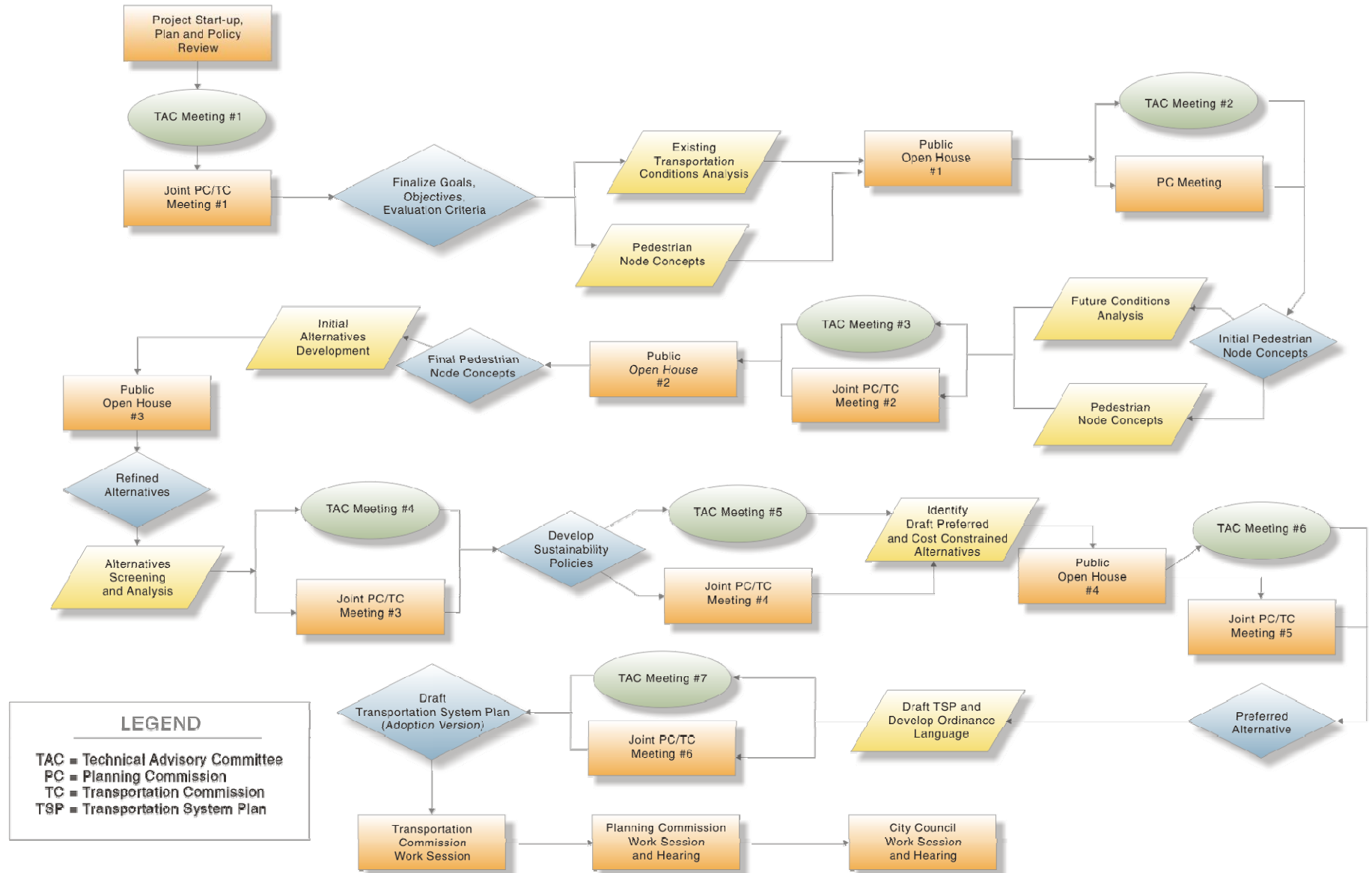
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Planning Commission and City Council. The general chronology of activities is summarized below. Figure 1 provides a Project Roadmap which shows the sequence of public involvement activities with the deliverables and meetings throughout the project.

- **Technical Memorandum #1 - Existing Policies, Plans, Rules, and Regulations: Summary of documents that relate to the Updated Ashland TSP**
- **Technical Memorandum #2 - Goals, Objectives and Evaluation Criteria**
  - TAC Meeting #1
  - CC Meeting
  - Joint PC/TC Meeting #1
- **Technical Memorandum #3 - Transportation System Inventory**
- **Technical Memorandum #4 - Baseline Existing System Conditions Report**
  - TAC Meeting #2
  - TC Meeting #1
  - Joint PC/TC Meeting #2
- **Technical Memorandum #5 - Future System Conditions Report**
  - TAC Meeting #3
  - TC Meeting #2
  - Joint PC/TC Meeting #3
- **Technical Memorandum #6 - Develop Pedestrian Node Concepts and Supporting Documentation**
  - Key Participant Meeting #1 and #2
  - Public Workshop #1 and #2
  - TAC Meeting #4
  - PC Meeting #1
- **Technical Memorandum #7 - Develop and Analyze Alternatives**
  - Key Participant Meeting #3
  - Public Workshop #3
  - TAC Meeting #5
  - TC Meeting #3
  - Joint PC/TC Meeting #4
- **Technical Memorandum #8 - Develop Sustainability Policies**
  - TAC Meeting #6
  - TC Meeting #4

- Joint PC/TC Meeting #5
- **Technical Memorandum #9 - Identify Preferred and Cost-Constrained Alternatives**
  - TAC Meeting #7
  - TC Meeting #5
  - Joint PC/TC Meeting #6
- **Prepare Draft TSP, Implementing Ordinances and Findings**
  - TAC Meeting #8
  - TC Meeting #6
  - Joint PC/TC Meeting #7
- **Revise Draft Updated TSP, Implementing Ordinances and Findings**
  - Planning Commission Hearing
  - City Council Hearing
- **Final TSP Update**

**Figure 1 Project Roadmap**



## MEETING SCHEDULE

A proposed meeting schedule is summarized in Table 1. For each meeting, the date and time, key deliverables to be discussed, and the consultant team member who will be in attendance is listed. The schedule of TAC, TC and Joint PC/TC meetings will be finalized based on input from TAC Meeting #1 and Joint TC/PC Meeting #1. Two dates (one identified as tentative) are provided for each TAC meeting because the TAC meeting dates will be dependent upon whether a separate TC meeting occurs prior to the Joint PC/TC meetings. The need for the TC meetings (identified as tentative in the meeting schedule) will be determined after Joint PC/TC Meeting #1. TAC, TC, and PC members are asked to notify the City and the consultant team of potential conflicts based on the proposed schedule.

**Table 1 City of Ashland TSP Meeting Schedule**

| Meeting            | Date & Time   | Deliverables   | Consultants     |
|--------------------|---|--|-----------------|
| Kick-off Meeting   | June 28, 2010, 1 p.m.   | <ul style="list-style-type: none"> <li>Work Schedule</li> </ul>  | KAI, Alta, Otak |
| TAC #1             | August 24, 2010, 1:30 p.m.  | <ul style="list-style-type: none"> <li>Project Website</li> </ul>  | KAI, Otak       |
| Joint PC/TC #1     | August 24, 2010, 7 p.m.   | <ul style="list-style-type: none"> <li>Draft Technical Memo #1</li> <li>Draft Technical Memo #2</li> </ul> |                 |
| CC Meeting         | October 4, 2010, 5:30 p.m.  | <ul style="list-style-type: none"> <li>Project Kick-off w/ CC</li> <li>Draft Technical Memo #2</li> </ul>  | KAI             |
| TAC #2             | October 21, 2010, 1 p.m. (tentative) or<br>October 26, 2010, 10:30 a.m. | <ul style="list-style-type: none"> <li>Draft Technical Memo #3</li> <li>Draft Technical Memo #4</li> </ul> | KAI, Alta       |
| TC #1 (tentative)  | October 21, 2010, 6 p.m.  | <ul style="list-style-type: none"> <li>Bicycle/Pedestrian Facility GIS Map</li> </ul>                      |                 |
| Joint PC/TC #2     | October 26, 2010, 7 p.m.  |  |                 |
| TAC #3             | January 20, 2011, 1 p.m. (tentative) or<br>January 25, 2011, 10:30 a.m. | <ul style="list-style-type: none"> <li>Travel Survey Results</li> </ul>                                    | KAI             |
| TC #2 (tentative)  | January 20, 2011, 6 p.m.  | <ul style="list-style-type: none"> <li>Draft Technical Memo #5</li> </ul>                                  |                 |
| Joint PC/TC #3     | January 25, 2011, 7 p.m.  |  |                 |
| Key Participant #1 | October 27, 2010, TBD   | <ul style="list-style-type: none"> <li>Draft Technical Memo #6</li> <li>Draft Code Outline</li> </ul>      | KAI, Otak       |
| Public Workshop #1 | October 27, 2010, TBD   |  |                 |
| Key Participant #2 | December 8, 2010, TBD   |  |                 |
| Public Workshop #2 | December 8, 2010, TBD   |  |                 |
| TAC #4             | February 22, 2011, TBD  |  |                 |
| PC #1              | February 22, 2011, 7 p.m.   |  |                 |

| Meeting                     | Date & Time  | Deliverables   | Consultants     |
|-----------------------------|--|--|-----------------|
| Key Participant #3          | March 2011 – Date TBD  | <ul style="list-style-type: none"> <li>• Draft Technical Memo #7</li> </ul>  | KAI, Otak       |
| Public Workshop #3          | March 2011 – Date TBD  |  |                 |
| TAC #5                      | April 21, 2011, 1 p.m. (tentative) or April 26, 2010, 10:30 a.m.     |  |                 |
| TC #3 (tentative)           | April 21, 2011, 6 p.m.   |  |                 |
| Joint PC/TC #4              | April 26, 2011, 7 p.m.   |  |                 |
| TAC #6                      | May 19, 2011, 1 p.m. (tentative) or May 24, 2011, 10:30 a.m.         | <ul style="list-style-type: none"> <li>• Draft Technical Memo #8</li> </ul>  | KAI, Otak       |
| TC #4 (tentative)           | May 19, 2011, 6 p.m.   |  |                 |
| Joint PC/TC #5              | May 24, 2011, 7 p.m.   |  |                 |
| TAC #7                      | July 21, 2011, 1 p.m. (tentative) or July 26, 2011, 10:30 a.m.       | <ul style="list-style-type: none"> <li>• Draft Technical Memo #9</li> </ul>  | KAI             |
| TC #5 (tentative)           | July 21, 2011, 6 p.m.  |  |                 |
| Joint PC/TC #6              | July 26, 2011, 7 p.m.  |  |                 |
| TAC #8                      | October 20, 2011, 1 p.m. (tentative) or October 25, 2011, 10:30 a.m. | <ul style="list-style-type: none"> <li>• Draft TSP</li> <li>• Draft Implementing Ordinances</li> <li>• Draft Findings</li> </ul>       | KAI, Otak, Alta |
| TC #6 (tentative)           | October 20, 2011, 6 p.m.   |  |                 |
| Joint PC/TC #7              | October 25, 2011, 7 p.m.   |  |                 |
| Joint Work Session          | TBD  | <ul style="list-style-type: none"> <li>• Revised TSP</li> <li>• Revised Implementing Ordinances</li> <li>• Revised Findings</li> </ul> | KAI, Otak, Alta |
| Planning Commission Hearing | January 12, 2012, 7 p.m.   |  |                 |
| City Council Hearing        | January 19, 2012, TBD  |  |                 |

## ROLES & RESPONSIBILITIES

In order to accomplish a Draft Updated TSP by October 2011, adherence to the schedule will be important. We have identified a four-week review process for the draft TSP Chapters and reports, commencing approximately two weeks prior to each committee meeting. This approach has been developed to provide sufficient opportunity for committee members to review future draft reports prior to the meetings, within the bounds of the contract timeline.

The TSP Chapter and report review process is depicted in Table 2:

**Table 2 Proposed TSP Report Review Process**

| Approximate Week in Month   | Mon   | Tues  | Wed   | Thu | Fri   |
|-----------------------------|---|---|---|-----|---|
| 2                           | <b>Consultant</b> provides draft document to City and ODOT PM |   | <b>City and ODOT PM</b> provide comments on the Draft TSP Chapter or Report to Consultant |     | <b>Consultant</b> provides draft document to City for TC and PC packets |
| 3                           |   | <b>Consultant</b> provides draft document to TAC  |   |     |   |
| 4                           |   | <b>TAC and Joint PC/TC Meetings (4<sup>th</sup> Tuesdays)</b><br>Consultant provides overview of draft reports and leads discussion on key issues and decisions |   |     | <b>TAC and PC/TC Chair</b> written comments due to City                 |
| 1<br>(Into following Month) |   | <b>City</b> provides written summary of TAC, PC and TC comments to Consultant Team  |   |     | <b>Consultant</b> Team delivers Final Draft TSP Chapter or Report       |

An outline of responsibilities for each project team member is provided below to clarify the expected contributions from each member:

***City and ODOT PM***

- Attend TAC, TC, and joint PC/TC meetings
- Initial review of drafts
- Provide summary of TAC, TC, and PC comments (City Responsibility)
- Attend and help facilitate (City Responsibility) Public Workshops

***TAC***

- Attend TAC meetings
- Review draft reports prior to TAC meetings
- Provide written comments to the City by Friday following the meeting
  - Attendance at Public Workshops encouraged but optional

***TC***

- Review draft reports prior to TC or Joint PC/TC meeting

- Attend TC meetings and Joint PC/TC meetings be held during PC Study Sessions
  - Attendance at Public Workshops encouraged but optional
- TC Chairperson to provide written comments to City by Friday following the Joint PC/TC meeting

### **PC**

- Attend Joint TC/PC meetings to be held during PC Study Sessions
- Review draft reports prior to Joint TC/PC
- PC Chairperson to provide written comments to City by Friday following the Joint PC/TC meeting
  - Attendance at Public Workshops encouraged but optional

### **Consultant Team**

- Attend TAC, TC, and joint PC/TC meetings
- Provide draft reports to the City and ODOT PMs and the TAC, TC and PC with adequate time for review
- Consult with ODOT on technical analysis methodology
- Attend and facilitate Public Workshops
- Provide final reports, incorporating summarized comments from the TAC, TC, PC and input from the Public Workshops

We look forward to discussing this memorandum at our first meeting on August 24<sup>th</sup>, 2010. If you have any questions in advance of our meeting regarding the proposed project sequence, meeting schedule, deliverable review schedule or committee roles and responsibilities described above, please do not hesitate to contact Susan Wright, the consultant team project manager, at 503-228-5230 or by email at [swright@kittelton.com](mailto:swright@kittelton.com). Alternatively, you may contact the City of Ashland project manager, Jim Olson at 514-488-5347 or by email at [olsonj@ashland.or.us](mailto:olsonj@ashland.or.us).